



Unemployment Compensation Associate 1 - PROMOTION

Unemployment Insurance Division

Job Announcement Code: 14-03528

[Printable Job Announcement](#)

This promotional job opportunity is open **ONLY** to current classified state employees from within this agency.

Individuals eligible to apply include:

- Permanent classified state employees currently employed by this agency (including employees on probation)
- Seasonal state employees employed by this agency
- Employees of this agency who are on a leave of absence
- Employees of this agency who are in layoff status

Deadline

August 19, 2014

Salary Information

Starting salary is \$16.668/hour, plus benefits. For current state employees, this classification is in pay schedule/range 02-12. Pay upon transfer, demotion or reinstatement is based on the compensation rules applicable to the transaction. A six-month probationary period is required.

Introduction

There is currently a vacancy in the Milwaukee Unemployment Insurance (UI) Appeals Hearings office.

Job Duties

These positions perform the following varied and complex services in support of the UI Appeals process: prepare, review and analyze UI appeals and process petitions for review by the Labor and Industry Review Commission (LIRC); provide technical guidance of a complex nature to parties, their attorneys and/or agents by assisting them in understanding and interpreting the law as it applies to their individual legal case; interpret UI statute and code and how it relates to unique case situations; act as a technical advisor in communication with customers; process and issue Appeal Tribunal Decisions; and perform support functions such as preparing subpoenas, assisting in training of new staff, processing mail, entering data, and electronic imaging.

Required Knowledge, Skills and Abilities

- Proficient keyboarding and computer skills.
- Ability to use complex and sophisticated PC based software systems (e.g., Word, UIBNet, Olympus, Suites, Mainframe, Rapids).
- Ability to check and compare information for completeness and accuracy.
- Ability to exercise judgment and discretion.
- Good oral and written communication skills.
- Ability to handle a variety of complex inquiries.
- Good customer service skills.
- Knowledge of the UI benefits program, including statutes and administrative code.
- Ability to interpret UI statute and code and how it relates to unique case situations.
- Good organizational skills.
- Ability to prioritize work.

Background Check

Due to the nature of this position, a criminal background check and other security checks will be conducted prior to making an offer of employment.

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Your responses to the exam will be used to determine your eligibility for this vacancy. Do not submit a resume or other work products at this time as they will not be included in the review process.

Questions regarding the examination may be directed to Peter Newhall at (608) 267-7862 or at PBNJobs@dwd.wisconsin.gov.

The application deadline is on August 19, 2014. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process.